

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
The Principal  
[School Name]  
[School Address]  
[City, State, Zip Code]  
Dear [Principal's Name],  
Subject: Leave Request  
I am writing to formally request leave from [start date] to [end date]  
due to [reason for leave].  
I understand the importance of my attendance and will ensure that I  
complete all necessary assignments and responsibilities ahead of my  
leave.  
Thank you for considering my request. I look forward to your positive  
response.  
Sincerely,  
[Your Name]  
[Your Grade/Class]